



NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
FORT GEORGE G. MEADE, MARYLAND 20755

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Mr. F. W. M. Janney
Director of Personnel
Central Intelligence Agency
Langley, Virginia 22101

Dear ^{Fred} ~~Mr. Janney~~:

The National Security Agency instituted a new Civilian Career Evaluation System in January 1975. This system was designed during 1974 after considerable research in our Career Planning Division. It was designed to meet three major objectives: a) to identify high achievers; b) to identify low producers; and, c) to produce data from which training requirements can be developed. It is a three-part system which addresses the evaluation of past performance, current attributes and career development. Included are an evaluation of readiness for promotion and within peer group rankings by rater and reviewing official. The individual development plan identifies immediate and long-range goals along with recommendations on how to achieve these goals.

Included among this program's features is the fact that it is computer formatted for subsequent work force assessment. If you would be interested in having any of your employees briefed in detail, I would be happy to arrange it. My responsible officer for this project is telephone 301-796-6565.

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As I promised, I have inclosed a copy of our Personnel Management Manual Chapter which describes the system in greater detail. Also enclosed is a Personnel Management Letter both correcting and updating text to accommodate the Privacy Act which was passed after we went to the printer.

Warm regards,

Joe

Director of Civilian Personnel

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Incl:
a/s